

Vicson Liban

Data Entry Specialist / Procurement Assistant

Abu Dhabi

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Willing to relocate to: Abu Dhabi - Mussafah

Work Experience

ABOUT ME

November 2018 to March 2019

Hardworking, organized and cordial.

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Accustomed in multitasking. Know the value Perform all data entry related tasks including sorting, proofing, of time, focus and consistent. Adaptable to updating, mailing and storing. changing situations.

Maintain data files accurately.

Compile, sort, verify and correct data to be entered.

To pursue a highly rewarding career, seeking for a job in a challenging and healthy work Review data completeness and accuracy.

environment where I can utilized my skills Contact authors of source documents to address data inconsistencies and knowledge efficiently for organizational and to gather missing data. growth.

Manage filing and routing of source documents after entry.

Skills Maintain records of work completed.

Proficient in Microsoft Word / Excel Update data in appropriate database in accurate and timely manner as / PowerPoint / Outlook. to avoid backlogging.

Establish data naming standards and consistent data definitions to Typing Skills: 50 WPM improve overall data quality.

Basic Knowledge in Building Process and resolve data inquiries by searching and reviewing the Materials/MEP/Furniture's databases.

Enter and update files into Excel spreadsheets and Performs

Basic Knowledge on Abu Dhabi administrative duties such as operating offices equipment or data filing

Government Tenders. (Especially as required.

Office Furniture's) Monitor stock levels and identify purchasing needs.

Fluent in English and Telephone Research potential vendors.

skills. Track orders and ensure timely delivery.

Passport Update internal databases with order details (dates, vendors, quantities, discounts.

Details Conduct market research to identify pricing trends.

Evaluate offers from vendors and negotiate better prices

Place of Issue: Philippines

Prepare cost analyses.

Passport No: ~~~~~ Maintain updated records of invoices and contracts

Date of Expiry: 14/08/2028 Follow up with suppliers as needed to confirm or change orders

Liaise with warehouse staff to ensure all products arrive in good

Call Centre Agent (June 2016 - August 2018)

Manage large amounts of inbound and outbound calls in a timely manner.

Identifying customer's needs, clarify information, research every issue and providing solutions.

Seize opportunities to upsell product when they arise and engage customers by taking the extra mile.

Frequently attend educational seminars to improve knowledge and performance level.

Customer focus and adaptable to different personality types, ability to multi-task and manage time effectively.

Data Entry Specialist / Procurement Assistance

Homedevco Trading LLC - Abu Dhabi

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Hotel Steward

May 2002 to 2015

Responsible for guest suites and activities throughout the cruise.

Responsible for maintenance and cleanliness of designated area of the ship.

Performs inventory check of all cleaning chemicals and cleaning equipment.

Performs inventory check of all linen and pillow to be distributed for guest suites.

Ensuring guest with top notch hospitality and care for the entire cruise.